

Campden BRI (Chipping Campden) Limited

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Job Profile

CPU Manager Microbiology Department

For enquiries concerning this job, please contact:

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Campden BRI provides scientific, technical, and legislative support to the food, drinks and allied industries worldwide. The practical application of technical excellence lies at the heart of all that we do and is supported by our industry-leading facilities, expertise and knowledge.

From analysis and testing and operational support to knowledge management, all our activities are built on an extensive programme of research and innovation steered by industry to ensure maximum commercial relevance.

We provide services to companies all along the supply chain, but offer discounts, access to expert advice and other benefits for those that come into membership. Many of our clients are major blue-chip companies and household names.

Locations

The Campden BRI Group operates from three sites in the UK and a fourth in Hungary. The role as advertised will be based at the Chipping Campden site but could require from time to time travel to other Group sites.

The site in Chipping Campden employs 300 full or part-time staff. A further 50 staff are employed at the site at Nutfield, Surrey and 20 staff are employed at our site in Budapest, Hungary. We also have a Consumer Test Centre in Leamington Spa.

Department of Microbiology

The Microbiology Department has over 50 Scientists, Technicians and support staff split into 6 specialist research teams and a central preparation unit (CPU) which provides support to the research teams in the provision of and decontamination of microbiological media. The research teams provide high quality services to a wide range of internal and external clients. Microbiological quality is key to ensuring consistent and accurate results are delivered to our clients. To help achieve this level of service, our CPU team provides media which is made and tested to ensure it performs to acceptance criteria before it is used in microbiological analyses. The Microbiology Department operates under several different accreditation bodies including ISO 17025 (UKAS). Provision of accurate media is a key aspect of maintaining this accreditation.

In addition, the research teams regularly test 'blind-coded' samples which may or may not contain a range of microorganisms. The purpose of this testing is to ensure that the teams can accurately detect all organisms present in a food samples to ensure their test procedures are operating correctly. The QC technicians within the CPU manage the preparation and assessment of these proficiency samples

The CPU manger role will be to manage all aspects of media preparation, quality assurance and decontamination. An important aspect of the role will be to deliver efficiencies in these functions to minimise group expenditure. Assessment of KPI's on pre-bought media versus in-house produced media will be important as well as means of improving the in-house media in aspect such as performance and shelf-life.

Duties and responsibilities:

The duties are to manage all aspects of the Microbiology CPU section

- Responsibility for and management of production of microbiological media and reagents, ensuring they are produced to a high level of quality
- Responsibility for and management of the 'wash-up' and 'decontamination' areas of CPU, ensuring that everything is done to a high level of quality and following written procedures
- Responsibility for and management of the quality of all media tested through the Microbiology Department Media QC Programme

- Responsibility for ensuring stock levels of general prepared media through an organised stock control system
- Responsibility for ensuring all equipment is properly maintained and calibrated within the section (calibration technician). To contribute to the checking of all external calibration certificates for CPU and make sure equipment is fit-for-purpose
- To manage daily staff resource and work allocation within CPU.
- To demonstrate media preparation on relevant training courses (as required).
- Training of staff and ensure appropriate use of trained staff (as required).
- To ensure client requirements are met where possible (as required).
- To ensure the laboratory works to the Quality System i.e. ensure all record and procedures are maintained and accurate and any NCW is completed (as required).
- To work with Group Manager on other reasonable duties required (as required).
- Liaising with other project managers/section leads in the Microbiology teams to ensure delivery of resources in a timely manner

Qualifications and competencies

Relevant Science Degree (or equivalent) plus 3+ years technical experience in a laboratory environment

Skilled in working within the requirements of recognised quality systems e.g. UKAS. ISO.

Track record of managing resource aspect and financial aspects of complex teams

Key skills

Proficient in supervising a team of technical staff and associated resources

Able to develop efficient ways of making media and working within an agreed budget.

Excellent communication and management skills

Desire to succeed and deliver against agreed KPI's

Pay and benefits

Salary:	£26,000
Grade:	G3
Holidays:	25 days plus public holidays and a buying/selling holiday scheme.
Pension scheme:	Campden BRI operates a pension scheme
Training:	Campden BRI is committed to ensure all staff receives appropriate training to support their job function and business needs.
Health:	Campden BRI operates a 'permanent health scheme' if you are unable to continue work for health reasons and a 'death in service' scheme.
Others:	Other benefits include subsidised restaurant/vending machine and parking on site.

Further Information

If further information is required, please visit our website www.campdenbri.co.uk